

## Checking your publications in the UWA Profiles and Research Repository

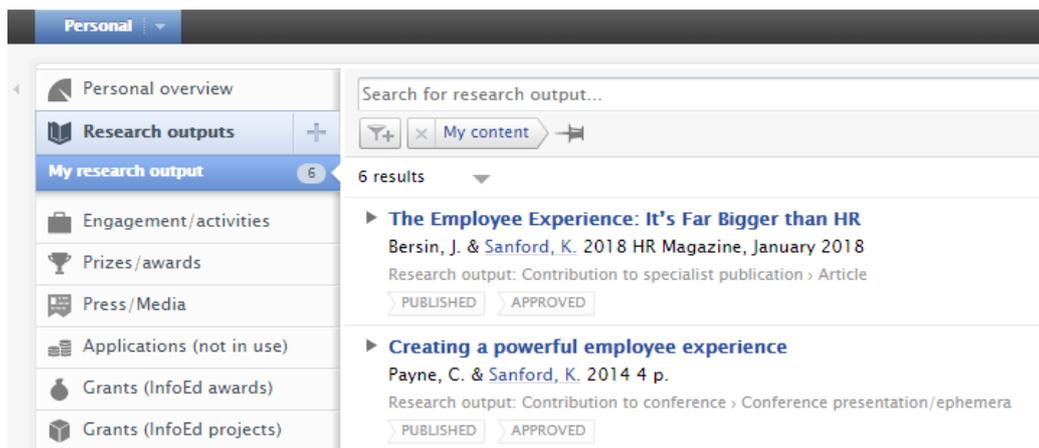
*These instructions describe the process of logging into the UWA Profiles and Research Repository and demonstrate how you can check if your publications are in the system.*

### Login to start:

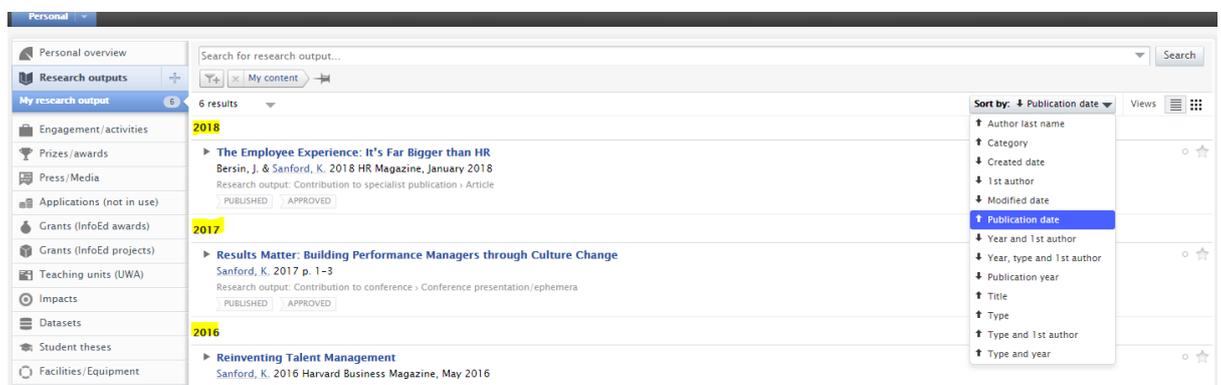
1. Go to the [UWA Profiles and Research Repository](#)
2. Click on **Profiles and Research Repository login**
3. Log in with your UWA login (PHEME) details



1. Once logged in, click **Research output** from the menu on the left.

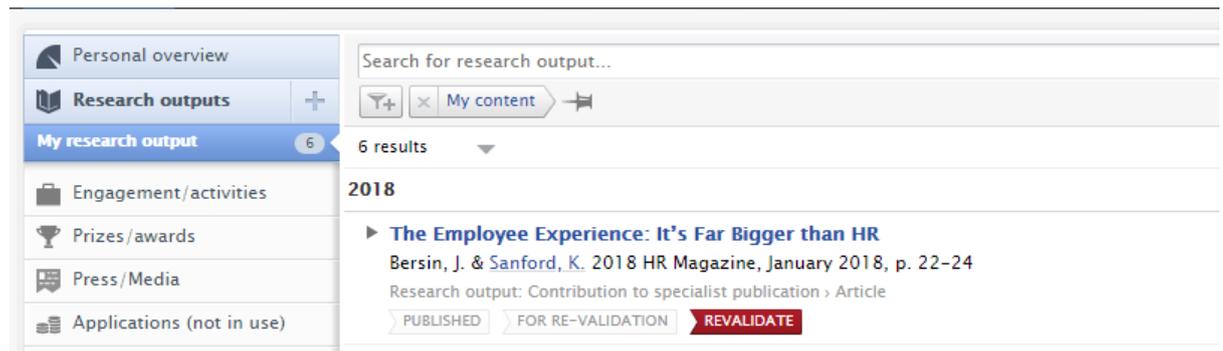


Research output records affiliated to you will display on this list. You can sort the list by publication date, title, Author last name or various other filters by clicking the **Sort by** menu, and selecting the filter you wish to sort the list by.



If you believe that one of your publications is already in the **UWA Profiles and Research Repository**, but it is not displaying under **My research output**, follow [these instructions](#) on how to 'claim' it.

**Note:** You are welcome to edit the metadata on your research output records if they are incorrect. Once you click **Save**, the record will be marked as 'Revalidate'. Library staff will then review and approve your changes.



The screenshot shows a user interface for managing research outputs. On the left is a navigation menu with options: Personal overview, Research outputs (with a plus sign), My research output (highlighted in blue with a '6' badge), Engagement/activities, Prizes/awards, Press/Media, and Applications (not in use). The main area has a search bar 'Search for research output...' and a filter 'My content'. Below this, it shows '6 results' for the year '2018'. A specific record is displayed: 'The Employee Experience: It's Far Bigger than HR' by Bersin, J. & Sanford, K. (2018 HR Magazine, January 2018, p. 22-24). The record type is 'Contribution to specialist publication > Article'. At the bottom of the record are three buttons: 'PUBLISHED', 'FOR RE-VALIDATION', and 'REVALIDATE' (highlighted in red).

**Remember:** When editing one of the available sections, the **Create** or **Update** button will apply your changes, but you will still need to press the blue **Save** button to retain any changes (this is always located at the bottom of the record window).

